



2015 Special Use Things to Know for New Bedford Whaling National Historical Park

- Special use permits are granted at the discretion of the superintendent.
- Space is not reserved until the special use permit is signed and issued to the applicant.
- The park's designated first amendment site is the Visitor Center garden located at 33 William Street, New Bedford, MA.
- A non-refundable application fee of \$75.00 is required when submitting all applications.
- Applications must be received at least 21 days in advance of the event. After review, if approved, a special permit will be granted to the applicant.
- Special use permits will be issued no more than 3 months in advance.
- Additional fees are charged for use of the facilities outside of regular operating hours of the park, including setup and cleanup time.
- For special use permit events the park will provide tables and chairs only.
- Wi-Fi is not available. Applicants with technical equipment are strongly advised to schedule an appointment with Emily Prigot (508-996-4095 x6105) prior to the event to test and hold a trial run.
- Areas Available For Permitted Use 1st floor Theater Max capacity: 55 No food or beverages in this area. 2nd floor Learning Center Approximately 2,000 square feet Max capacity: 180 Responsibilities Of The Applicant.
- Applicants must set up the room's tables, chairs, etc. for event. National Park Service staff will not be available nor expected to arrange the room.
- After an event, applicants must restore the room to its previous configuration. Applicants must also clean the room, bagging all trash and leaving the room neat and orderly.
- Applicant is responsible for bringing all audiovisual equipment, such as projectors, screens, laptops, extension cords, etc., for their event.
- Application requirements for Special Use Permits at New Bedford Whaling National Historical Park Visitor Center can be obtained by downloading the documents in the links below. Please direct all questions and email all completed forms to: Emily_Prigot@nps.gov